



Tribal Personnel Office
P.O. Box 487, Binger, Oklahoma 73009
Ph. 405.656.2344 Fax 405.656.2209

Vacancy Announcement

The Caddo Nation has an opening for a **Contract Compliance Officer** for the Finance Office. Will be responsible for the overall financial oversight of all federal contracts operated by the Caddo Nation and reports directly to the Caddo Nation Business Manager.

Duties:

Include but not limited to: Monitor's each department contract that is under the supervision of the Business Manager, ensure that programs objectives are met and in compliance with terms and provisions of the contracting agency, work with Finance Office to ensure that timely reports are made available to Department Supervisors as early in the operating month as possible, monitor the financial condition of all contracted programs including the tribal budgets. Will provide technical assistance to program directors to endure that all funds are expended in a timely manner to avoid carry over of federal funds. Reports generated from the Compliance Officer will be provided to Managers, Tribal Council Members and included in the reports to the Caddo Membership Quarterly Meetings. Will provide to the Business Manager Monthly Progress Reports that will be distributed to the Tribal Council.

Qualifications:

Requires a minimum of a four year degree in Accounting or Computer Science from an Accredited State University or College or a Bachelors Degree in Finance or Business, or may have 3 yrs related work experience. A Masters Degree in Business Administration with Federal Experience Preferred. Must have a valid Oklahoma Drivers License and must pass a OSBI Background Check. Indian Preference Applies. Applications may be obtained at the Caddo Nation Personnel Office, Binger, Oklahoma. For more information contact 405.656.2344 x 252. Deadline is Monday, November 15, 2010 at 4:00 pm.